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*To ensure access to high-quality,  
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health care to Los Angeles County  
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collaboration with community and  
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February 17, 2012

TO: Each Supervisor

FROM:  Mitchell H. Katz, M.D.  
Director

SUBJECT: **REQUEST TO AMEND AN INFORMATION  
TECHNOLOGY SUPPORT SERVICES MASTER  
AGREEMENT (ITSSMA) WORK ORDER TO PROVIDE  
SERVICES AS A CLINICAL SYSTEMS COORDINATOR  
FOR THE CRITICAL CARE INFORMATION SYSTEM  
AT LAC+USC MEDICAL CENTER**

This is to notify you of my intent to request the Internal Services Department (ISD) to amend ITSSMA Work Order 01-1339 with Modis Incorporated in order to increase the total maximum dollar amount and extend the Work Order for twelve (12) months. This amendment to Work Order 01-1339 will increase the current dollar amount of \$299,999 by \$149,760 to a grand total of \$449,759, for a total project increase from \$599,998 to \$749,758.

The objective of this Work Order is to maintain the services of a Consultant in order to coordinate the Critical Care Information System (CCIS) at LAC+USC. The CCIS is a bed-side charting system used to support critically ill patients in the Medical, Surgical/Trauma, and ICU areas of the hospital.

In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

**BACKGROUND**

The Clinical Systems Coordinator functions to maximize the use of the system and ensures that the clinical needs of the users are met. The coordinator will maintain the system and make software enhancements as required.

The initial ITSSMA Work Order was awarded for twelve (12) months, but the project has been in existence for twelve (12) years (from April 2000 to February 2012) and the project's total aggregate amount is currently at \$599,998.

On April 8, 2000, ISD issued Work Order 01-392 (N01-0022) for \$34,000 on behalf of DHS. The Work Order was amended eight (8) times, resulting in the Period of Performance being extended until June 30, 2008, and the funding being increased to \$299,999. On June 8, 2008, DHS submitted a new Service Request to ISD to rebid Work Order 01-392 and submitted a Board Notice to increase the funding by \$175,000 for a total aggregate amount of \$474,999.

On October 8, 2008, ISD issued a new Work Order (01-1339) for the same project in the amount of \$175,000 (which was originally intended to be added to Work Order 01-392). Work Order 01-1339 has been amended three (3) times, resulting in the Period of Performance being extended until February 15, 2012, and the funding being increased to \$299,999.

### **SCOPE OF WORK**

The scope of work will include the following:

1. Act as Clinical Systems Coordinator to ensure the requirements of all clinical users are met and develop software specifications.
2. Develop and configure screens and reports as needed.
3. Resolve issues among the clinical hospital users.
4. Perform clinical evaluation of the system and make software modifications as needed.
5. Install, coordinate, and develop implementation of new releases and identify and develop training and training materials.

### **JUSTIFICATION**

DHS continues to lack the resources, the body of knowledge, and experience levels necessary to coordinate the Critical Care Information System.

This department will not request any additional amendments to extend the term or increase the funding for this Work Order beyond this extension request. This work will be completed at the end of this agreement. The services of this Consultant or any other consultant will not be required.

LAC+USC plans to have the Consultant transfer knowledge and lessons learned to a County FTE as soon as the Department is granted authorization to hire for the position.

### **FISCAL IMPACT**

Pricing will be based on a Time and Materials basis and the hourly rate will remain the same. This amendment will add \$149,760 to Work Order 01-1339 and increase the existing cost from \$299,999 to a maximum dollar amount of \$449,759, for a total project increase from \$599,998 to \$749,758. The funds are currently in the Fiscal Year 2011-2012 LAC+USC final budget.

### **CLOSING**

Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to proceed with amending this Work Order. If no objection is received from your Board in ten (10) business days upon receipt of this Board notification, we will request ISD to proceed with the amendment of this Work Order.

If you have any questions or require additional information, please let me know or your staff may contact Kevin Lynch, DHS Chief Information Officer, at (213) 240-8128.

MHK:lr

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Chief Information Office  
DHS Chief Information Office  
Internal Services Department

**REVIEWED BY:**

  
Richard Sanchez  
Chief Information Officer

2-22-12  
Date